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MINUTES

Minutes of Holcot Full Parish Council meeting held on **Monday 20th November 2023** at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP.

Present:

Councillors: Chair D Walker, Vice Chair Cllr C Ferguson, Cllr P Scordellis, Cllr P Matthews, Cllr C Bailey, Cllr J Bonsor

Public: None

Clerk: Ruby Cole

23/210	Apologies: Cllr T Hewitt. Cllr C Heasman Resolved: The Council accepted the above Apologies.	
23/211	Public address to the council: None.	
23/212	Minutes: Full parish council meeting 18 th September 2023 & 16 th October 2023 Resolved: Minutes approved. Chair signed at meeting.	
23/213	Declarations of interest: Under the Council's Code of Conduct related to business on the agenda. Resolved: None.	
23/214	Actions Outstanding: See end of Minutes for full update.	
23/215	Correspondence: 1. 30/10/23. Kai Lee - WNC. Email response to letter regarding Utility Companies and Contractors. Councillors felt the response received was not adequate and did not address all of the relevant points, the biggest issue being Sywell Road & Crossroads. Resolved: Cllr Bailey will take photographs of the areas of concern. Cllr Scordellis will map them to be presented back to Mr Lee. Action 23/215.1 2. 06/11/23. Email - NCalc with latest training opportunities. Noted 3. 08/11/23. Email - Race Harborough. Advance notice and request to place a water station by the footpath at Holcot Road on Sunday 03/03/2024.	CB/PS

	Parish Council are not in a position to give permission as we are not the landowner, but have no objections. The only concern the Council have is the parking (on road and not grass) and clearing up after event. Resolved: Clerk to respond likewise. Action 23/215.3	Clerk
23/216	Planning: 02/11/2023. Application No. 2023/7498/FULL. Proposed Single Storey Front extension to existing garage to provide guest accommodation for the main dwelling. Location Swan Cottage Main Street Holcot NN6 9SP. Response by 23/11/2023. Proposal: No objections. Notes: The proximity to corner for works traffic. Resolved: Council agreed by show of hands. Clerk to respond to WNC Planning. Action 23/216.1	Clerk
23/217	New Parishioners: None.	
23/218	Xmas Tree: Cllr Matthews reported that tests had been carried on the lights on the tree. 20-25% of the bulbs are not working. There is difficulty in reaching the bulbs higher up in the tree. He will carry out another test next week with Mr Gunnett and they will decide whether to light the tree this year. To be placed on January agenda to determine course of action.	
23/219	Holcot Parish Plan (HPP): Cllr Ferguson shared the background to HPP and gave an outline on the proposed 6 key areas of focus. A questionnaire will be provided to each household. Focus areas are drafted but need refinement. Proposal 1: Allocate focus areas to Councillors aligned to their responsibilities to refine. Proposal 2: To form Working Party. Resolved: Council agreed by show of hands that each Councillor will refine high-level scope priorities and to form a Working Party once responses from questionnaire have been received. Cllr Ferguson to circulate summary to councillors and allocate responsibilities. Action 23/219.1 Cllr Ferguson will consolidate Councillors' responses and prepare a questionnaire to be circulated with next newsletter.	CF
23/220	Parish Communications: Annual review. 1. Website - This could do with a makeover. Cllr Walker & Cllr Ferguson to liaise and take action. Action 23/220.1 2. Newsletter - Website post to say newsletter arriving through letterbox and electronic version made available on the website. Action 23/220.2 3. Holcot Community Facebook Page managed by a parishioner - works well 4. Annual Parish Meeting - Promote further near time – include initial planning in January meeting. 5. Council Drop-In Event - Arrange for Wednesday evening late February/March 2024 aligned to HPP Questionnaire. Cllr Ferguson to liaise with pub. Action 23/220.5	DW/CF CF CF
23/221	Road Safety and Highways: Cllr Scordellis reported on the following: 1. The ANPR HGV scheme is being organised, but may not be implemented for another year. 2. Grant Funding for 3 rd VASID. Cllr Scordellis has met with Steve Barber from Highways and agreed location. Once we have received the quote for the installation of the pole, we can forward to the funding team at Northants SPFCC. 3. 20mph limits are not routinely being supported by WNC and Northants police. However, we have outline agreement from the Police.	

	<p>4. Sywell Road closure for chicane installation: This is due to take place 15-26 January 2024. Awaiting confirmation before informing residents. Cllr Scordellis will arrange communication mid-December. Action 23/221.4</p> <p>5. Funding of Future Works. Cllr Walker circulated his proposals to investigate the possibility of applying for a loan from the Government and other sources to fund the projected traffic calming priority works sooner. This would be ahead of the S106 funds becoming available. The proposal is for the Clerk to investigate the process/requirements which are likely to be quite complex, to feed back to Council for consideration of next steps in January. Once received and if viable, Council to set up a Working Party to commence planning.</p> <p>Resolved: Council confirmed that they have appetite to borrow funds to alleviate some of the road safety issues facing the Parish now. Council agreed by show of hands to the proposal of the Clerk investigating the process and requirements for a loan of up to £100k. Action 23/221.5</p>	<p>PS</p> <p>Clerk</p>
23/222	<p>Police Liaison: Nothing to report. However, Clerk will contact the local PCSO's for any direct information or reporting. Action 23/222.1</p>	Clerk
23/223	<p>Climate Change/Sustainability: Deferred to next meeting.</p>	
23/224	<p>Village Hall: It was stipulated that this is not a village hall initiative. Cllr Scordellis circulated a document to Councillors regarding a potential community weekday daytime social club. This was following on from an experiment undertaken last week by a group of volunteers.</p> <p>At the moment the club does not have a leader or any governance and has not been promoted to all parishioners.</p> <p>The proposal put forward on behalf of the individuals is for the Council to potentially fund the balance of the hire of the hall from June 2024 to March 2025 to help it become established. The Clerk reminded the Council of the advice from NCALC in this respect. Cllr Walker highlighted alternative opportunities for funding from WNC through community funding grants.</p> <p>Resolved: All Councillors agreed it is a great initiative. Further information to be provided by the club as it develops.</p>	
23/225	<p>Policies: Previously circulated amended policies and governance documents. Data Protection, Records Retention, Data Breach, Subject Access Request, Grievance & Disciplinary, Staff/Employee Working Party.</p> <p>Resolved: All above policies approved. Cllr Ferguson to place on website. Action 23/225.1</p>	CF
23/226	<p>Grants: One grant application received. Deadline remains 30 November for this year's scheme. To be decided January 2024 in accordance with the policy.</p>	
23/227	<p>Local Government Pay Awards: The national agreement has now been reached.</p> <p>Resolved: Council approved the award aligned to the agreement, effective April 2023, including backpay. Clerk to notify outsourced payroll to implement in December 2023. Action 23/227.1</p>	Clerk

23/228	Staff/Employee Working Party: The working party will consider the Clerk's annual review. The two councillors meeting with Cllr Ferguson this year are Cllr Bailey and Cllr Matthews. Cllr Ferguson will arrange meetings. Action 23/228.1	CF
23/229	Playground Potential Expenditure: Cllr Ferguson reported on the following: 1. Matting 1.5M x 1M , 23mm thick £44.50 each ex VAT. No installation available. Cllr Matthews to confirm how many are required. Action 23/229.1. Finance to be incorporated in the reforecast. 2. 2 x replacement goals, installation and delivery charge £8597.11. The Council determined that the cost was excessive at this time without grant funding. Cllr Matthews to investigate process and costs for repair to be undertaken by Friends of Holcot or welder. Action 23/229.2 3. Opportunity to request lottery funding for Climbing Wall/Monkey Challenge for playground through Finding Fitness. Council felt that no apparatus of this type is required at present. Cllr Ferguson will decline. Action 23/229.3	PM PM CF
23/230	Project proposals FY24/25: <ul style="list-style-type: none"> • Social Club - funding of £360 to support establishment • Xmas Tree Lighting - replace or other action £500 • War Memorial Cleaning - memorial requires cleaning £300 Resolved: Council agreed that these proposals should all be added to the FY24/25 budget.	
23/231	Reforecast FY23/24: A reforecast was undertaken for the remainder of the financial year 2023/24. The remaining 4 PLL streetlights will be upgraded to LED this financial year approx. £1400. Clerk to implement. Action 23/231.1 Resolved: Reforecast approved. Cllr Ferguson to place on website. Action 23/231.2	Clerk CF
23/232	Draft Budget FY24/25: The Council prepared a draft budget for financial year 2024/25. It is likely the precept demand will increase to £21,500. Resolved: The draft budget and precept will be reviewed and approved at the January meeting.	
23/233	Payments: Post agenda payments to Ramprint £179, H Wilson £50.60. Total bank payments £558.04 . Resolved: Payments noted. Council approved payments. Cllr Scordellis & Cllr Walker signed invoices at meeting. To be authorised at bank. Action 23/233.1.	JB/PS

Ref	Payee	Description	Date	Method	Amount
231	Clerk	November Salary	21/11/2023	Online	£328.44
232	Ramprint	Newsletter 4th Edition	21/11/2023	Online	£179.00
233	H Wilson	Bulbs for Garden Project	21/11/2023	Online	£50.60

£558.04

23/234	Financial Report: Bank Balance 31/10/2023 - Current £18,168.45, 30/04/2023 Reserves £8,058.86. Resolved: Bank reconciliation approved and signed by Cllr Bailey at meeting.	
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23/235	Next Agenda Items: Christmas tree. Promote drop-in session at pub. Grant applications. Road safety funding. Reforecast, Budget and Precept. Annual Parish Meeting. Parish Plan. Staff working party. Action 23/235.1	Clerk
23/236	Next Meeting: Resolved: Council agreed to cancel December meeting. Council agreed to approve December payments via email. Next meeting 15 th January 2024 in Church room. Cllr Ferguson to write a website post. Action 23/236.1	CF

Meeting closed: 21:11

Future Meetings: 15th January 2024

19th February 2024

18th March 2024

15th April 2024

20th May 2024 (Annual & Full)

Annual Parish Meeting - Date to be set 1st March 2024 - 1st June 2024

Approved

Action Points for Tracking

Ongoing Actions

23/031.1	CH	Old School Site: To send Cllr Heasman documentation. 17/07/23 Complete Further Action: Cllr Heasman to update. 21/08/23. Clerk to resend information. 16/10/23. Clerk action complete. Cllr Heasman - Ongoing
23/200.1	Clerk	Dog Fouling: To prepare risk assessment for volunteers. 20/11/23 Ongoing
23/175.1	Clerk	Rower: One washer damaged and one missing. To investigate replacement washers. 16/10/23. Quote received £33.54. Cllr Matthews will carry out works on further information from Wicksteed – Ongoing. 20/11/23 Has been ordered. Clerk to chase.

New Actions This Meeting

23/215.1	PS/CB	Correspondence: Utility Companies and Contractors. Cllr Bailey will take photographs of the areas of concern. Cllr Scordellis will map them to be presented back to Mr Lee.
23/215.3	Clerk	Correspondence: Race Harborough. To respond to say not Parish land and only concern the parking (on road, not verge) and clearing up after event.
23/216.1	Clerk	Planning: To respond no objections with notes.
23/219.1	CF	Holcot Parish Plan (HPP): To circulate summary to councillors, request review action aligned to individual responsibilities.
23/220.1	CF/DW	Review and improve website
23/220.2	CF	Publish electronic version of newsletter and post
23/220.5	CF	Liaise with pub regarding council drop-in event
23/221.4	PS	Arrange communications of Sywell Road closure for chicane build in mid-December.
23/221.5	Clerk	Funding of Future Works. To investigate process of acquiring a central government loan of a maximum of £100k.
23/222.1	Clerk	Police Liaison: To contact the local PCSO's for any direct information or reporting.
23/225.1	CF	Policies: To place on website.
23/227.1	Clerk	Local Government Pay Awards: To notify and confirm figures to be implemented in December 2023 payroll.
23/228.1	CF	Arrange staff working party
23/229.1	PM	Playground Potential Expenditure: Determine matting and installation requirements.
23/229.2	PM	Playground Potential Expenditure: Investigate repair of goal.
23/229.3	CF	Playground Potential Expenditure: To decline Monkey Challenge
23/231.1	Clerk	Arrange upgrade of remaining 4 PLL lights
23/231.2	CF	Reforecast FY23/24: To place reforecast on website.
23/233.1	JB/PS	Payments: To authorise at bank.

23/235.1	Clerk	Next Agenda Items: Christmas tree. Promote drop-in session at pub. Grant applications. Road safety funding. Reforecast, Budget and Precept. Annual Parish Meeting. Parish Plan. Staff working party.
23/236.1	CF	Website post cancelling December meeting.

Actions Outstanding from Holcot Parish Council meeting Monday 16th October 2023 held on Monday 16th October 2023 at 7.00pm, in the Church Room, Main Street, Holcot, Northampton NN6 9SP

23/031.1	CH	Old School Site: To send Cllr Heasman documentation. 17/07/23 Complete Further Action: Cllr Heasman to update. 21/08/23. Clerk to resend information. 16/10/23. Clerk action complete. Cllr Heasman - Ongoing. 20/11/23 Cllr Walker will contact Cllr Heasman
23/151.4	Clerk	Notification of Sywell Road closure for works by Anglian Water. To write to Anglian Water stating our concerns and suggest that closing Sywell Road from the Crossroads to the A43 roundabout would be a better option. 18.9.23 Unsatisfactory response received. Clerk to restate importance. 16/10/23. No response received. Council remained concerned about road safety in Back Lane and Poplars Lane. Clerk to write to Regulations Department at Highways and copy in H Howard. Ongoing. 20/11/23 Complete
23/155.4	CF	New Parishioners: To change details of defibrillator monitor on website. 18.9.23 Ongoing. Cllr Ferguson awaiting contact details. 16/10/23 - Ongoing. Cllr Scordellis will liaise. 20/11/23 Complete
23/175.1	PM Clerk	Rower: One washer damaged and one missing. To investigate replacement washers. 16/10/23. Quote received £33.54. Cllr Matthews will carry out works on further information from Wicksteed – Ongoing. 20/11/23 Has been ordered. Clerk to chase.
23/175.6a	PM	Goals: Loose bolts to far end goal require tightening. Near end goal to be replaced. To investigate costs. 16/10/23 – Ongoing. 20/11/23 See agenda item 23/229.
23/175.6b	CF	Goals: To investigate costs to replace ground matting on all relevant apparatus. 16/10/23 - Ongoing. 20/11/23 See agenda item 23/229.
23/194.1	Clerk	Correspondence: To request Cllr Ferguson places information on Air Ambulance Service Northamptonshire on website. 20/11/23 Complete.
23/196.1	Clerk	Policies: To request Cllr Ferguson places Standing Orders, Complaints, Health & Safety on website. 20/11/23 Complete.
23/200.1	Clerk	Dog Fouling: To prepare risk assessment for volunteers. 20/11/23 Ongoing
23/201.1	PS/CB	Advise residents regarding chicane works. 20/11/23 Complete.
23/201.2	DW	Include note in newsletter regarding chicane works. 20/11/23 Complete.
23/202.1	Clerk	Include Highways performance checkpoint on February agenda. 20/11/23 Complete.
23/205.1	DW/PS	Payments: To authorise at bank. 20/11/23 Complete.
23/208.1	Clerk	Next Agenda Items: Policies, Xmas Tree, Grant Applications Received, Parishioner Engagement Strategy, Parish Communications: Annual review, Staff/Employee Working Party, Budget Reforecast, 2024/25 Councillor's project proposals, 2024/25 Draft budget. 20/11/23 Complete.